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UNITED STATES DEPARTMENT OF AGRICULTURE

Graduate School

WASHINGTON

A NEWS SHEET to be issued occasionally for the information of staff, faculty, general administration board, and departmental committees of the GRADUATE SCHOOL, composed of news, notes, comments, and items of special interest regarding the School.

November 17, 1943

No. 1

MID-TERM CHECKS AVAILABLE NOV. 19

Checks to faculty members for the first-half of the Fall Semester will be available on and after Friday, November 19, in the Graduate School office, 1031 South Building. Instructors are asked to call for their checks this payroll period in order that any questions regarding withholding tax deductions may be discussed with the GS Secretary, Mrs. Eva Johnson, and also to obtain from each instructor an up-to-date Faculty Data Card to be used in making up the Spring edition of the 1943-44 Announcement.

THE SPRING EDITION OF THE GS ANNOUNCEMENT is about ready for the printer, and is expected to be ready for distribution January 10. To be correctly listed in the faculty, it will also be necessary to have your information card filed, as mentioned above, promptly.

THANKSGIVING DAY HOLIDAY - NOVEMBER 25 is a GS holiday. However, classes may meet if they so desire, as the buildings will be open. If classes do not meet, time lost may be made up by meeting one more Thursday, (January 27), one week after the regular fall semester closes, by adding extra time to classes, or by meeting an additional period during one of the remaining weeks. For any changes in hour or room of meeting, arrangements for space should be made in the GS office in advance, as your regular room may not be available.

MOTION PICTURE PROGRAMS FOR
USDA AND GS MEMBERS

The GS and Motion Picture Service, USDA, are presenting jointly a series of motion picture programs for employees of the USDA and GS students and friends. Beginning at 5:45 p.m. and running approximately an hour, they are held twice monthly in the South Bldg. Auditorium. No admission charges -- no tickets required -- driving clubs invited.

The running time is given in each announcement, especially when the program consists of several short subjects, so students may plan what they have time to see before classes begin.

Since it is too expensive to distribute individual announcements of movies to each student, it will be appreciated if the instructors make appropriate announcement in the class meetings.

Wednesday, November 24 - "THE NEXT OF KIN" -- This popular movie, shown recently to 2400 USDA employees, and requested for a reshewing, was produced by the British Ministry of Information. It runs 70 minutes, is a full length feature telling the story of a Commando raid which nearly failed because of loose talk.

The next program is scheduled for Wednesday, December 8.

DEPARTMENTAL MEETINGS

What wouldn't any A coupon holder give for a fuel-cracking machine under the hood of his car! This and other equally startling post-war developments were discussed at a recent luncheon meeting of the GS's Dept. of Engineering and Mechanical Arts. Called to review plans of this dept. for its post-war program, the meeting heard discussed many engineering and related developments which war pressure has pushed forward abnormally fast, developments which will need careful study and planning if they are to produce the widest social and economic values in peacetime economy. A meeting of this departmental committee is scheduled for Nov. 18 in Room 1027.

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The "streamlined" scientific typewriter keyboard designed by Lt. Com. Dvorak was demonstrated at the Nov. 8 Dept. of Office Techniques and Operations luncheon, with Lt. Com. Dvorak himself showing films and directing a demonstration by Miss Fenton and Mrs. Abrahms (GS staff). Mr. Donaldson of Office of Plant and Operations demonstrated work simplification progress in the classification of correspondence, showing in operation from old to new the procedures adopted in simplifying the work. Interested persons outside the USDA and GS were also in attendance.

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Two meetings on November 1 brought together members of committees to lay future plans. The Physical Sciences committee reviewed the fall program, planned a dinner meeting for the December holidays, with possibly Dr. Conant as a speaker on "Post-War Changes in Education." Teachers of Spanish planned a program (in the Auditorium) for each semester, for all students of Spanish.

The program, scheduled for early in January, includes a song-fest of songs learned in class, and a feature film in Spanish. Approval was also given to the project of purchasing a portable record-player for use in language classes.

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The next departmental luncheon on the calendar is listed for Monday, November 22, when the Dept. of Public Administration will hear Lt. Col. M.W. Richardson, formerly of CSC and U of Chicago, on "Research in Personnel Administration," and Dr. Rensis Likert BAE, who has done well-known studies for insurance companies, on "The Psychology of Management Today." A committee will report on an auditorium lecture series.

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SERVICE AFTER THE GS OFFICE IS CLOSED.

The General Foreman of our night force, Rudolph Stewart, takes care of needs pertaining to space, chairs, blackboards, etc., after the GS office is closed at 6:20 p.m. Instructors finding need for further equipment, or changes in room arrangements may call Ext. 5943 before 6:20 p.m. After that, call Building Guard Moore, in the Fourth Wing, Ext. 4702 or 6280, who will attempt to notify the Foreman or one of our night force.

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FALL ENROLLMENT in the GS totals more than 3800, with classes now closed except for audit. Students are representative of every governmental agency; some are from foreign countries and private concerns. Auditor and correspondence registrations are still coming in.

NOTES FROM THE CLASSES

Sergeant Martin Dupraw, many times World Champion shorthand writer, recently paid a surprise visit to Mr. J. Romagna's Gregg shorthand reporting class. He took over the class for the evening, gave dictation and many helpful ideas on writing fast shorthand. On request, Sergeant Dupraw wrote some shorthand himself, autographed his notes and gave them to the students.

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In cooperation with the Social Security Board, a new section in "Post-War Economic Problems," began October 21; in Baltimore, (Equitable Life Bldg.), under Dr. Hermel.

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A Spanish class, given in cooperation with FWA, is being taught by Miss Betista in the West Potomac Park "Girls Town," down on the Tidal Basin. Waves and women civilians compose the class.

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A course in "Introduction to Experimental Design" began November 15 at Beltsville, under Dr. O. A. Pope, Agronomist, BPISAE. Registration and car pool arrangements can be made with W. E. Taylor, Chief Clerk, BPISAE, at Beltsville.

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Many USDA Bureaus have talked with GS staff regarding correspondence courses directed at specific needs. Listed in the catalog, the courses now being given and newly planned for spring are detailed in a flier soon to be released. Mr. Downie, GS assistant director, recently spoke to Weather Bureau personnel on correspondence courses.

T. Swann Harding, instructor in the correspondence course "The Department of Agriculture -- Its Origin, Structure, and Functions," is visiting several of the USDA clubs, talking on that subject to Department personnel in the field.

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The class in "Workshop in Government Radio Programs," conducted by Wm. A.D. Millson, Radio Information Specialist, FDA, has had periodic sessions in the Interior Dept. broadcasting studio.

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American Empire in Asia?, by Dr. Albert Viton, Chief, Coordination and Appraisal Division, FDA, and instructor in "Contemporary Political Thought," and "Problems of International Organization," GS, has been published by John Day Co.

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ADMINISTRATION BOARD MEETS

The General Administration Board held its quarterly meeting in Chairman T. Roy Reid's office, October 18, considered the Annual Report of the Director, and made several important decisions concerning the future of the School. Dr. Auchter chairs a subcommittee on a fellowship program; Dr. Stockberger chairs a subcommittee on retirement plans for the permanent staff.

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Dr. W. W. Stockberger, Special Adviser to the Secretary, is retiring from active service Dec. 31. He will continue in USDA as a collaborator, having office hours each Friday in Room 4622 South Building. In addition, he continues his interest in the GS, remaining as a member of the Administration Board.

GRADUATE SCHOOL PURCHASES on deposit in the USDA Library - Fall 1943 (partial)

Abbott, A guide to Better Photography
 Adams, Making a Photograph
 Bailey, The Story of a Face
 Baldwin, The Story of the Americas
 Beales, Rio Grande to Cape Horn
 Bolton, History of the Americas
 Carroll, We're in This with Russia
 Frank, South American Journey
 Howard, America's Role in Asia
 Jackson, Newspaper Typography (formerly
 called 26 Lead Soldiers)
 Kross, Through the Night with Your
 Camera
 Lea, Day of the Saxons
 Lea, The Valor of Ignorance
 Matthews, Fruits of Fascism
 Menninger - The Human Mind
 Nat'l Bureau Economic Research Occasional
 Papers:

No. 4 Factory employment and output
 since 1899

No. 11 Effect of War on currency

Pan American Union-

American Nations Series (18 booklets)

American Cities Series (12 booklets)

Schaffer, The Psychology of Adjustment

Shridharani, Warning to the West

Steiner, Behind the Japanese Mask

Taylor, Vector Analysis

Treble and Vollin, ABC of English Usage

Viteles, Industrial Psychology

Weatherburn, Advanced Vector Analysis-1928

Weatherburn, Elementary Vector Analysis -

1928

Werth, Twilight of France - 1933-1940

Whitaker, We Cannot Escape History

Whitton, Elements of Interior Decoration

Wilson, Gibbs Vector Analysis

Wright, House & Gardens Complete Guide
 to Interior Decorating

Other books placed in the Graduate
 Reserve Collection will be listed
 as received.

INSTRUCTORS: Library Reference Bibliogra-
 phies should be prepared now for Spring
 Semester courses, and be sent to Miss Brand,
 1031 South Building.

LIBRARY REFERENCE FACILITIES

Instructors wishing reference material
 placed on reserve in the Graduate
 School Collection, USDA Library, are
 invited to submit a bibliography to
 the School, and Miss Brand will have
 placed on reserve as many as are
 available in the GS Collection and
 the USDA Library, supplementing with
 purchases of new books as the needs
 of the courses and finances will per-
 mit.

Many such lists have been received and
 books are now on the shelves and in
 use. Copies of the lists are in the
 hands of the librarian on duty in the
 evening, to aid students in knowing
 the course bibliography, and assist
 the librarian in serving them.

The Reserve Collection is used accord-
 ing to regulations posted in the Li-
 brary. Use limitations are set by
 the instructor for whose course books
 are collected, or in the absence of
 instructions, a 3-day or 1-week limita-
 tion is set, depending upon the num-
 ber of copies and the demand for cer-
 tain publications. Books purchased
 by the GS have GS student priority
 in use; but USDA books on our reserve
 are subject to recall for official
 use.

Since "A student may borrow only from
 the books collected for the course
 taken. . . . except when there are
 several copies on the shelf, or not
 in current demand," . . . "and library
 material other than that in the GS
 collection may be used in the Reading
 Room only, but not loaned to individ-
 uals not employed by the Department of
 Agriculture," it is imperative that
 instructors send adequate bibliograph-
 ies as early as possible to be put on
 reserve for their courses, to have
 books available to their students.

USDA PERSONNEL CONFERENCE IN
ST. LOUIS NOV. 30-DEC. 4

A great westward movement of GS instructors will occur when the USDA Personnel Conference convenes in St. Louis Nov. 30-Dec. 4. Though Messrs. Rohrbaugh and Downie, Director and Asst. Director, will represent the GS, we hesitate to estimate the number of the faculty who will be included in the bureau personnel officers and leaders in personnel administration who have been invited to attend this meeting, designed to bring together in one group USDA persons responsible for personnel policies and procedures, for discussion and clarification of the problems and to plan for the needs ahead.

Secretary of Agriculture Claude R. Dickard will address the conference, and Roy F. Hendrickson (FDA Administrator), former chairman GS Adm. Board, will be one of the speakers. Mr. C. O. Henderson is manager of the conference, and Mr. J. L. Buckley is chairman of the steering committee. Dr. Lewis Rohrbaugh has been named chairman of the committee on Placement to Utilize Manpower.

Mr. Robert Hill will be Acting Director of Personnel, USDA, in the absence of Director T. Roy Reid.

Graduate School publications will be included in an exhibit of personnel administration materials on display at the conference.

REPORTING CANCELLATION OF CLASSES

When an instructor can not meet his class, the GS office and all students must be notified beforehand. It's preferable that the announcement come from the instructor; however, in last-minute cases, when the instructor can not notify all students, the GS office will help and also post signs on the classroom floor.

Please notify the office before arranging make-up sessions, to insure that the classroom will be available at the hour and on the day arranged.

STATISTICS SEMINAR CONDUCTED BY
DR. DEMING

Dr. W. Edwards Deming, Mathematical Adviser, Bureau of the Census, conducts a Statistics Seminar for all interested students who register in writing with the GS office to be notified when meetings are held. There is no charge for these lecture-discussion meetings, held in Room 2862 South Building. Specialists are invited to attend and talk on different phases of statistics.

USE OF CLASS ROOMS IN THE USDA IS A
PRIVILEGE.

Dr. Louise Stanley, Room 314 Adm., reports students enter her office much before 6 p.m., disturb her in official duties. This is just one case. Instructors should advise their students that those who come early may wait in the Library or Patio until class time. Rooms may be entered at 5:50 for 6 o'clock classes, and for 8 p.m. classes, if no other class is meeting in the room, may enter at 7:30. Students are not permitted to enter rooms other than class rooms under any circumstances.

PEOPLE IN THE SCHOOL

Increasing pressure of official work has necessitated the resignation of J. J. Ackerman, TREAS., as treasurer of the GS, after a service of many years. Succeeding him is Dwight Myers, B&F, USDA

Ashley Sellers goes from Associate Solicitor, USDA, to Asst. Administrator, WFA. C. B. Nutting replaces Sellers as Associate Solicitor.

Verne Lewis leaves B&F, USDA, to become Asst. to the Administrator, WFA.

Robert Evans, formerly training officer, is now Special assistant to Ward Stewart, assistant director, Foreign Funds Control, TREAS.

Stewart Van Dyke has taken a leave of absence from FDA to become director of the National Institute of Public Affairs.

See Miss Virginia Brand, new GS staff assistant; concerning textbook orders, library reference materials, branch library information on correspondence courses. She will also do editorial work on GS publications.

BUILDING PASSES. Because of Public Buildings Adm. regulations, all students must present building passes to guards when leaving the buildings after 6:30 p.m. That a student is enrolled in a class, or can be identified by instructor or classmate as a class member, is not sufficient. If a pass is lost, a duplicate may be obtained in the GS office, before 6:20 p.m. Instructors should not invite guests or visitors to class unless they have obtained a visitor's pass from the GS office.

TWO FIRES WITHIN TEN MINUTES OF EACH OTHER LAST WEEK!

One on the first floor, the other on the fourth floor of the South Building, these fires bring into sharp focus need for strict adherence to building regulations concerning smoking. Although in neither case were GS students responsible, the next time we may not be so fortunate. Smoking Is Not Permitted in any Room Used by the GS.

ASSN. LAND-GRANT COLLEGES -- USDA CHICAGO MEETING

Administration Board Members Auchter, Reid, and Tolley were speakers at the recent Land-Grant--USDA meetings in Chicago, as was Dr. Carl Taylor (BAE). Among GS people in attendance were Messrs. Henderson (OP-Training), Jardine (OES), Rohrbaugh (GS), Trullinger (OJS), and Dr. Hazel Steibling (BHN&H).

Mr. C. O. Henderson was appointed by the Resident Teaching Section of the Assn. of L-G Colleges and Universities as the USDA representative on a committee of five deans of Schools of Agriculture to advise with the Armed Forces Institute on determining courses in the field of agriculture suitable for our men and women in the armed services; and to suggest the content of the courses proposed.